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State Real Estate Appraisers Board
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Trainee Permit renewal checklist

Information listed below **must** be submitted **with**
Trainee Permit renewal in order to be processed

- _____ **Renewal fee of \$100:** (Renewals received after renewal date will result in a late fee of \$100 plus the renewal fee of \$100.)
- _____ **Renewal form:** (If you have more then one supervisor all supervisors must be listed on renewal form).
- _____ **Certification of Supervisor Form:** (Effective 1/1/08 a new supervisor form must be completed and signed by each supervising appraiser)
- _____ **Evaluation & Certification Form:** (To be completed by any supervisor who is no longer supervising you since your last renewal)
- _____ **Competency Certification Form:** (To be completed by each supervising appraiser if not previously submitted)
- _____ **Educational documents:** (If this is your third time renewing your permit, in order for your permit to be renewed, you must submit with your renewal all certificates showing 14 hours of CE's.)
- _____ **Original Board issued Trainee Permit logs:** (Please keep a copy for your own records). Effective January 1, 2008 all experience must be on the Board approved log.

revised 1/28/08 trainee permit renewal check list.wpd